

# City of Fairview

## Small Business Assistance

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### 2nd Round Emergency Business Grants

## FAQs

### What information do I need for my application?

- Employer Identification Number, [EIN Number](#) – Sole proprietors are not required to have an EIN
- Oregon Business Identification Number (BIN), [Business Registration status](#) – Sole proprietors or general partnerships are not required to register with the State of Oregon and will not have a BIN
- Amount of PPP, EIDL or other CARES Act funding awarded to the applicant
- North American Industry Classification System, [NAICS Number](#)
- City of Fairview [Business License Number](#)
- 2 months of sales reports to demonstrate a 50% decline in sales, due to COVID-19 pandemic
- Number of employees as of February 29, 2020
- If you have 6 or more employees, then you will need Oregon Payroll [Tax Form 132](#)

### I need a translator, how do I set this up?

Contact Cristal Otero, COVID-19 Response Specialist, at 503-674-6236 or [oteroc@ci.fairview.or.us](mailto:oteroc@ci.fairview.or.us) to schedule a phone meeting with a translator.

### My business is in my home, can I still apply?

Yes, home occupant businesses are eligible to apply. When calculating 60-day fixed costs, up to 30% of your household rent or mortgage qualifies as a fixed cost for your business.

### I received a grant from the first round of Emergency Business Assistance Grants, can I apply for the second round?

Unfortunately, no. However, additional grants are forthcoming, please check back on our website at <https://www.fairvieworegon.gov/521/COVID-19-Small-Business-Assistance-Grant> for updates.

### My Fairview Business License has lapsed, can I still apply?

If you renew, or apply for a new license, then you can submit an application. Please contact Devree Leymaster [leymasterd@ci.fairview.or.us](mailto:leymasterd@ci.fairview.or.us) or 503-674-6224 to renew your [license](#).

### **My business in an unincorporated area near Fairview, can I apply for this grant?**

If your business location utilizes a City of Fairview utility (water, sewer), then you are eligible to apply.

### **I received a PPP or an EIDL loan, can I apply?**

Yes, you can apply. The amount you received in the PPP or EIDL loan will be subtracted from your maximum grant eligibility amount.

### **What qualifies as Fixed Costs?**

Fixed costs include monthly utilities (electricity, water/sewer, natural gas, broadband internet, and garbage), rent, mortgage, storage, cell phone, security, and pest control costs used to maintain business on a monthly basis. The total amount spent for 2 months is your 60 day fixed costs.

### **How do I demonstrate my fixed costs?**

Along with your application, submit scanned copies of bills, receipts, or checks. Anything that demonstrates the cost and 2 months of payment will be acceptable.

### **Can payroll or inventory costs count towards the 60 day fixed costs?**

Unfortunately, no. However they do qualify if you request the lower grant amount associated with *general operating expenses*.

### **My business opened in February 2020, can I still apply for this grant?**

It depends. If your business was forced to close under [Executive Order 20-12](#) then you are eligible. If your business was able to remain open, then unfortunately, no because you will not be able to demonstrate monthly sales before the pandemic.

### **Which businesses were forced to close under Executive Order 20-12?**

Amusement parks, Aquariums, Arcades, Art galleries (to the extent that they are open without appointment), Barber shops and hair salons, Bowling alleys, Cosmetic stores, Dance studios, Esthetician practices, Fraternal organization facilities, Furniture stores, Gyms and fitness studios (including climbing gyms), Hookah bars, Indoor and outdoor malls (i.e., all portions of a retail complex containing stores and restaurants in a single area), Indoor party places (including jumping gyms and laser tag), Jewelry shops and boutiques (unless they provide goods exclusively through pick-up or delivery service), Medical spas Facial spas, day spas, and non-medical massage therapy services, Museums, Nail and tanning salons, Non-tribal card rooms, Skating rinks, Senior activity centers, Ski resorts, Social and private clubs, Tattoo/piercing parlors, Tennis clubs, Theaters, Yoga studios, Youth clubs.